

CM/ECF PROCEDURE FOR MAIL RETURNED AS UNDELIVERABLE

As of February 1, 2003, all mail generated by the Bankruptcy Noticing Center (BNC) is now being returned to the debtor (if pro se) or the debtor's attorney.

Mail that is generated by a trustee is returned directly back to him.

The following procedure is to be followed when notifying the court of returned mail. You may choose which ever option is more favorable to you. Returned mail is not to be sent to the court in paper form. The court will continue to update matrix's.

OPTION #1 - Scanning the Envelopes:

1. Create a pleading entitled "Notice of Undeliverable Mail". This pleading must be in standard pleading format and contain the correct case number and caption.
2. Indicate in the body of the pleading the name or title of the pleading that was mailed (if you have it, please include a docket number) and that the attached mail was returned undeliverable. **NOTE: Copies of the envelopes must be attached!**

EXAMPLE:

Attorney Name	
Address	
City State Zip	
Debtor Name)
_____)
) Case F03-00000
NOTICE OF UNDELIVERABLE MAIL	
_____ hereby notifies the court that after mailing the document entitled <u>NAME OF PLEADING</u> , the envelopes attached to this pleading were returned as undeliverable.	
Please update the matrix accordingly.	
Dated _____	/s/ Joe Attorney
	Law Office of Hampton & Street

3. Scan only the envelope or page of the document showing the returned mail notation. If you have more than one name, they may be scanned together as long as they don't exceed 30 pages. If you have more than 30 pieces of returned mail, scan them into separate groups of 30. These scanned documents will be used as attachment(s) to your pleading when you docket it.

PLEASE NOTE: If you did not use envelopes for the mailing, and the document you mailed is more than one page, it is **not necessary** to re-scan the entire document, you only need to scan the page showing the undeliverable address.

4. From the 'Miscellaneous' Menu (if attorney), or 'Trustee' Menu (if trustee), use the docketing code "**Undeliverable Mail**" to docket the pleading and all attachments. Retain the original if that is your policy.

OPTION #2 - Typing Bold Old and New Addresses into your Pleading

If you do not wish to scan the returned mail, you may type a pleading indicating the names and addresses of returned mail. If the returned mail indicates a new or updated address, please list it as noted below. This option does not require that you scan or attach any of the returned mail.

1. Create a pleading entitled "Notice of Undeliverable Mail" using the same format as noted above. This pleading must be in standard pleading format and contain the correct case number and caption.
2. Indicate in the body of the pleading the name or title of the pleading that was mailed (if you have it, please include a docket number).

Indicate in the body of your pleading **name** and **address** for each creditor for whom mail was returned. If the returned mail indicates the creditor has a new address, please indicate it next to their name as noted below.

EXAMPLE:

Attorney Name
 Address
 City State Zip

Debtor Name)
)
) Case F03-00000
 _____)

NOTICE OF UNDELIVERABLE MAIL

_____ hereby notifies the court that after mailing the document entitled NAME OF PLEADING, the following names were returned as undeliverable

NEW ADDRESS	Old Address
Donna Williams PO Box 776541 Anchorage, Alaska 99577	Donna Williams 4456 West 100 th Avenue Anchorage, Alaska 99508
Update to UNDELIVERABLE	Tammy Johnson PO Box 554432 Anchorage, Alaska 99501
Update to UNDELIVERABLE	Sears Financial 21 West Central Tower 5600 Central Parkway Chicago, Illinois 87765

Please update the matrix accordingly.

Dated _____

_____/s/ Joe Attorney_____
 Law Office of Hampton & Street

- From the 'Miscellaneous' Menu (if attorney), or 'Trustee' Menu (if trustee), use the docketing code "**Undeliverable Mail**" to docket the pleading with **NO ATTACHMENTS**. Retain the original if that is your policy.

4. If mail comes back undeliverable, but has a forwarding address listed on the envelope (the yellow label) and you are reserving the document to that new address, you may include this information in your pleading.

List out a separate certificate of service, or a separate paragraph in your document which indicates that you have served the creditor at the new address listed above.